

## APPLICATION FOR RECORDS DISPOSITION STANDARD

INSTRUCTIONS: Prepare in duplicate and forward to the Records Management Analyst, Management Systems Division

3. Dept., Division, Subdivision & Administering Office Address Department of Transit Operations Transportation Engineering and Evaluation 401 West Peachtree, N. W. 23rd Floor Atlanta, Ga. 30308		FOR RECORDS MANAGEMENT DIVISION USE Date Received    Application No.    Date Completed AUG - 9 1977    77-246    AUG 15 1977	
4. Person to Contact William E. Callier		5. Working Title Manager of Support Services	6. Telephone Number 586-5341
7. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
8. Dates of Series Earliest    Latest Pre-MARTA Pres.	9. Records Series Title (followed by title used in office; if different) Transportation Engineering and Evaluation Project File		
10. Division and Office Function    What is the function of the Division and the Office in which this record series is created? This Division researches, schedules and coordinates with the Trans. Division for all bus and rail services, both scheduled and Special Services such as Charter, Sight-seeing, Contract, E&H, Tripper, Etc. This division monitors the utilization of the services, reschedules for appropriate usage levels, and reports all resulting operational statistics. This Division has major responsibility for actualization of the Short-Range Transit Improvement Program, both capital and service elements. Also, TE&E represents DTO on most subject areas that require input from various responsibility areas, (for example, TMIS, Fare Collection, Rail Start-Up, etc.) and performs all research dealing with operational subjects.			
11. Record Series Description    This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: The development and evaluation of all transportation services and the administration of the short-range transit improvement program which includes the: Included are: Entire service area characteristics (Fulton plus DeKalb Counties) Administration and implementation of SRTIP (capital construction and new routes and services) System-wide statistics (Patronage, miles, expenses, etc.) Correspondence with other major transit systems Coordination with development of the rapid rail system Special projects and studies Conversion of existing bus routes to Feeder bus routes serving rail stations File is arranged: Alphabetically by project			
12. Monthly Reference Rate    How often are records referred to which are: One to six months old    20    ; Seven to twelve months old    20    ; Thirteen to twenty-four months old    10    ; twenty-five months and older    10    ?			
13. Annual Rate of Accumulation of Records    less than Letter-size drawers    2    ; Legal-size drawers    0    ; Shelves    1/4    ; Other (specify) _____			

YES	NO	14. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value? <b>For Division reference</b>
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately? <b>(Only those will be retained)</b>
X		f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

15. Retention Requirements

The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	_____ years.	e. Administrative need	<u>10</u> years.
c. Federal law	_____ years.	f. Federal retention instructions	_____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

16. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other upon completion of project or activity

☐ Hold in the current files area \_\_\_\_\_ month(s) \_\_\_\_\_ year(s); then

☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then

☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then

☐ Destroy.

☐ Transfer to State Archives for permanent retention.

☒ Other (Specify) Upon completion of project activity, place in inactive file; cut off inactive file at end of each calendar year; then transfer to Records Center; hold 10 years; then destroy.

These instructions apply to all prior and future accumulations of the series.

(Indicate briefly rationale for recommendations above/or write additional remarks):

17. APPROVALS

Approved	Department Records Management Officer	Date	8/2/77	Approved	Legal Counsel	Date	8/3/77
Approved	Division Head/Designee	Date	8/3/77	Approved	Division of Audit	Date	8/4/77
Approved	Department Head/Designee	Date	8/3/77	Approved	Department of Archives and History	Date	8-12-77
Approved	Records Management Analyst	Date		Approved	MARTA Management Advisory Committee	Date	